

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF PENNSYLVANIA**

VACANCY ANNOUNCEMENT

VACANCY NUMBER: 10-02
POSITION TITLE: CHIEF PROBATION OFFICER
(Full-Time, Permanent)
LOCATION OF POSITION: PHILADELPHIA, PENNSYLVANIA
SALARY RANGE: \$103,152 - \$165,300
GRADE RANGE: JSP-14 to JSP-18
OPENING DATE: May 18, 2010
CLOSING DATE: July 31, 2010

The United States District Court for the Eastern District of Pennsylvania is accepting applications for the position of Chief Probation Officer.

The Chief Probation Officer administers and manages the Federal probation and parole services within the 9 county area including and surrounding Philadelphia. The district currently has 21 active judges, 13 senior judges, and 12 magistrate judges. The Probation Office maintains headquarters in Philadelphia with two divisional offices in Reading, Pennsylvania and Allentown, Pennsylvania.

Prior to appointment, applicants considered for this position will undergo a full FBI background investigation and drug screening. In addition, the incumbent will be subject to random drug screening and updated background investigations every five years.

Representative Duties:

Organizes the Probation Office to ensure expeditious handling of investigative work for the courts, institutions, and parole authorities to include effective case supervision of probationers, parolees, and supervised releasees.

Reviews, analyzes, and interprets statutory, Judicial Conference, and Parole Commission requirements for the administration of probation and parole services; promulgates policies, procedures, and guidelines necessary to meet these requirements.

Maintains administrative liaison with the court of jurisdiction to include promulgating policies, procedures, and guidelines to meet the unique needs of the court, along with standards to ensure an appropriate level of service delivery.

Establishes and maintains cooperative relationships with other local court unit executives to ensure appropriate level of service delivery to the court.

Selects and recommends candidates for appointment as probation officers to the court, and appoints all non-officer personnel; provides specific recommendations to the court in all other personnel matters including promotions, salary increases, disciplinary actions, and dismissals; determines that all personnel are carefully selected and adequately trained; makes certain the work of all subordinates is systematically evaluated.

Manages the staff of the office including all clerical, professional, supervisory, and administrative personnel.

Prepares operating budget and makes estimates of personnel, space allocation, and operating allowance needs; approves requisitions; certifies vouchers for payment; and maintains appropriate fiscal controls in all matters pertaining to travel expenses and purchases of services, equipment, and supplies.

Establishes and administers continuing in-service training programs to ensure high-quality service delivery through consistent staff development.

Maintains a system of communication, enabling awareness of pertinent information at all levels; delegates decision-making responsibility at appropriate levels; provides qualitative and quantitative measures of work performance; and assures accountability with minimal interference to service delivery.

Maintains liaison with the chief judge and other judges; makes specific recommendations regarding court-related criminal justice issues with particular emphasis on matters relating to sound sentencing practices.

Establishes and maintains cooperative relationships with other probation and pretrial services offices to assure all requests for assistance from other districts are met promptly and effectively.

Establishes and maintains cooperative relationships with all components of the criminal justice system to include federal, state, and local law enforcement, correctional, and social service agencies.

Promotes and maintains conditions which encourage staff loyalty, enthusiasm, and morale.

Develops and maintains a public relations program which explains probation, parole, and other correctional services to the community; assumes responsibility for communication to the news media.

Monitors community events and issues with special attention on alleviating hazardous office and field incidents.

Occasionally, may perform the duties of probation officers or of supervising probation officers.

Performs related duties as required by the court.

Organizational Relationships:

A chief probation officer is under the administrative direction of the chief judge of the district court or the designee of the court, and is directly responsible for the administration of the probation office.

Conditions of Employment:

Applicants must be citizens of the United States of America or be eligible to work in the United States.

Qualifications:

Applicants must possess substantial organizational, administrative, and leadership skills. Preference will be given to candidates with management training and a demonstrated record of effective management.

To qualify for a position of chief probation officer JSP-14, 15, 16, 17, or 18 a person must have a bachelor's degree from an accredited college or university and possess three years of specialized experience, one of which must have been at the next lower grade level or its equivalent. Three years of specialized experience is mandatory and does not permit any substitutions.

Specialized Experience:

Specialized experience is defined as progressively responsible experience in the investigation, supervision, counseling and guidance of offenders in community correction or pretrial programs in such fields as probation, pretrial services, parole corrections, criminal investigation, or work in substance/addiction treatment is required. Experience as a police officer, FBI agent, customs agent, marshal or similar positions does not meet

the requirements of specialized experience. Specialized experience must be earned after the bachelor's degree has been granted.

Substitutions:

Three years of substantial management experience may be substituted for the requirement that one of the three years of specialized experience be at or equivalent to the next lower grade level. If a person does not have three years of management experience, then one of the years of specialized experience must have been at or equivalent to the next lower grade level.

Crediting of Substantial Management Experience:

Substantial management experience is a high-level administrative experience that provided a thorough understanding of the organizational, procedural and human aspects of managing an organization. Such experience typically includes financial management, space and facilities management, oversight of the information technology and human resources functions, and long and short-range planning. Possible titles indicative of this experience outside of the judiciary would include president or vice president in charge of several departments or offices, director or assistant director in charge of several departments or offices, head manager or owner-operator of a medium to large company. Possible titles within the judiciary would include deputy chief probation officer, deputy chief pretrial services officer, assistant deputy chief probation officer or assistant deputy chief pretrial services officer.

Maximum Entry Age for Law Enforcement Retirement Coverage:

There is no "maximum entry age" for this position; however, in order to be included under federal law enforcement officer retirement provisions, an individual would have to meet "maximum entry age" provisions as follows: First time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment. Applicants age 37 or over who have previous law enforcement officer experience under the Civil Service Retirement System or the Federal Employees Retirement System and who have either a subsequent break in service or intervening service in a non-law enforcement position may have their previous law enforcement experience subtracted from their age to determine whether they meet maximum age requirements.

Physical Requirements:

The duties of probation officers require the investigation and management of alleged criminal offenders or convicted offenders who present physical danger to officers and to the public. In the supervision, treatment, and control of offenders, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary for officer safety, and use of self-defense tactics. On a daily basis, these officers face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are suspected or convicted of committing Federal offenses.

Because officers must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically capable of efficiently performing these duties and are subject to fitness for duty evaluations. Vision and hearing must also be adequate to perform the duties listed safely and effectively. Travel within the state is required.

Prior to appointment, the selectee considered for this position will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the court. In addition, as conditions of employment, incumbent will be subject to ongoing random drug screening, updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

The medical requirements and the essential job functions derived from the medical guidelines for probation officers are available for public review at <http://www.uscourts.gov>.

Benefits:

Court employees are entitled to benefits similar to those of other Federal Government employees. These benefits include participation in the Federal Employees' Retirement System, which contributes to the Social Security Retirement Program, Federal Employees' Health Benefits, Federal Employees' Group Life Insurance, Thrift Savings Plan (similar to a 401K plan with employer matching contributions), paid holidays and annual/sick leave accrual. This position is subject to mandatory electronic funds transfer (EFT) for payment of net pay.

Application Process:

Candidates must submit a letter of application and resume *marked confidential* which addresses qualifications, skills, and experience necessary to perform the duties and mail to:

Michael E. Kunz
Clerk of Court
U.S. District Court
601 Market Street-Rm. 2609
Philadelphia, PA 19106

Applications must be submitted no later than July 31.

The court is not authorized to reimburse candidates for travel in connection with an interview or pay relocation expenses.

This position will be filled in accordance with the Equal Employment Opportunity Plan of this court.